RICOH

Aficio 850

OPERATING INSTRUCTIONS

SYSTEM SETTINGS

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Aficio 850 OPERATING INSTRUCTIONS

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 10-milliwatt, 770-810 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source

240V, 60Hz, 20A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” in the “Copy Reference” manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received,

including interference that may cause undesired operation.

Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006

973-882-2000

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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Notes:

Some illustrations may be slightly different from your machine.

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Operator Safety:

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains a GaAIAs four beam laser diodes array, 10-milliwatt, 770-810 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

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Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Savin recommends that you use genuine Savin toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine Savin parts in your Savin office product.

Power Source

240V,60Hz, 20A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” of the “Copy Reference”.

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received,

including interference that may cause undesired operation.

SAVIN CORPORATION, 333 Ludlow Street, Stamford, CT 06904

203-967-5000

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

SAVIN CORPORATION

333 Ludlow Street, Stamford, CT 06904

203-967-5000

How To Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the "Safety Information" of the "Copy Reference" manual.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the "Safety Information" of the "Copy Reference" manual.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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Manuals for this Machine

The following two manuals have been prepared for operating this machine: this manual describing how to make system settings for copying functions and the "Copy Reference" manual introducing the operating procedures for copying functions.

❖ **System Settings (this manual)**
Describes how to access the system User Tools to make the machine easier to use.

❖ **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

Energy Star

As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power mode
  This product automatically lowers its power consumption 15 minutes after the last copying or printing job has been completed. Printing is available in this mode, but if you use the copier, press the **【Energy Saver】** key.
  For how to change the default interval before entering Low Power mode, see "Energy Saver Timer"⇒ P.10 *"General Features"*.
- Auto Off mode
  To conserve energy, this product automatically turns off 90 minutes after the last copying or printing job has been completed. Printing is available in this mode, but if you use the copier, press the operation switch.
  For how to change the default interval before entering Auto Off mode, see "Auto Off Timer"⇒ P.10 *"General Features"*.
- Duplex Priority
  To conserve paper resources, the Duplex function (1-Sided → 2-Sided) is selected preferentially when you turn on the operation switch, press the **【Energy Saver】** key, or the machine resets itself automatically. To change the Duplex Priority mode, see "Duplex Priority" of the "Copy Reference".

❖ Specification

Low Power mode	Power consumption	312 Wh
	Default interval	15 minutes
	Recovery time	Less than 40 seconds
Auto Off mode	Power consumption	12 Wh
	Default interval	90 minutes

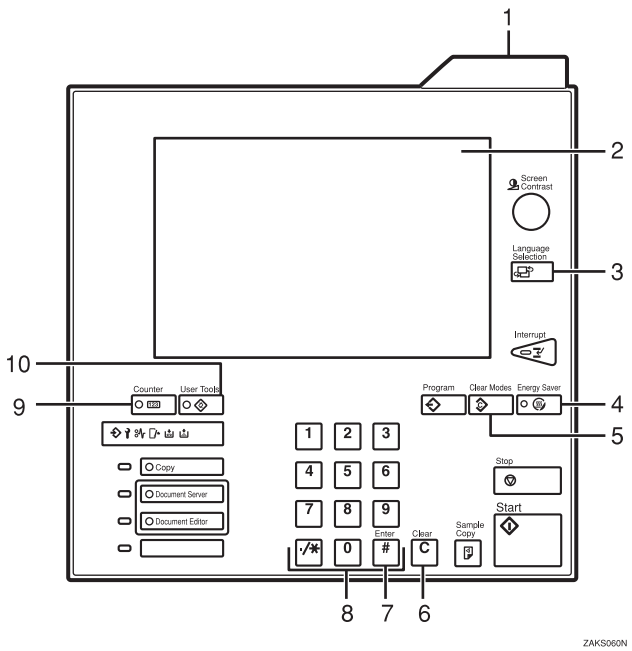
Duplex Priority	1-Sided → 2-Sided

Recycled Paper

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

1. User Tools (System Settings)

Keys for User Tools (System Settings)



1. Status indicator

Color	Status
Off	Ready to make copies
Flashing green	Scanning originals
Lit green	copying (Ready to scan originals)
Flashing red	Toner has nearly run out
Lit red	Paper jam or other malfunctions

2. Display panel

Shows operation status, error messages, and function menus.

3. 【Language Selection】 key

Press to select display language, English or French.

4. 【Energy Saver】 key

When you press and hold the key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the key again, the machine returns to the Ready condition.

5. 【Clear Modes】 key

Press to clear any previously entered settings.

6. 【Clear】 key

Press to clear any previously entered numbers.

7. 【#】 key (Enter key)

Press to enter a value or confirm a setting.

8. Number keys

Use to enter the number of copies you wish to make. Also use to enter values for various features.

9. 【Counter】 key

Press to check the total number of copies made.

10. 【User Tools】 key

Press to access the User Tools menu where you can customize the default settings to your preference.

Accessing User Tools (System Settings)

This section is for the key operators in charge of this machine. With User Tools, you can change the machine's default settings.

Preparation

After using User Tools, be sure to exit them to return to Copy mode.

The key selected is highlighted.

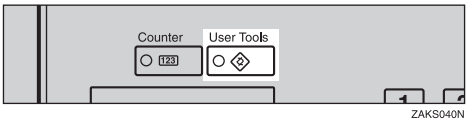
The settings are not canceled even if the main power switch or operation switch is turned off or the 【Clear Modes】 or 【Energy Saver】 key is pressed.

Reference

For information on Copy User Tools, see the “Copy Reference” manual.

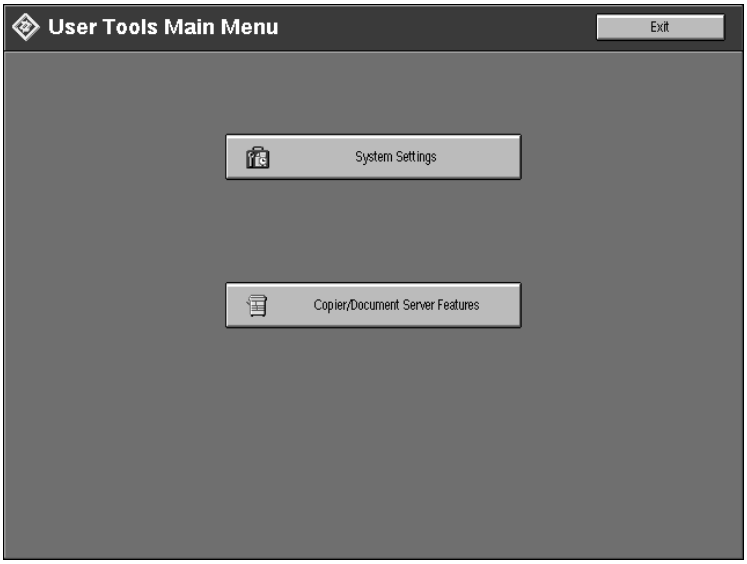
1 **Press the 【User Tools】 key.**

The User Tools Main Menu appears.

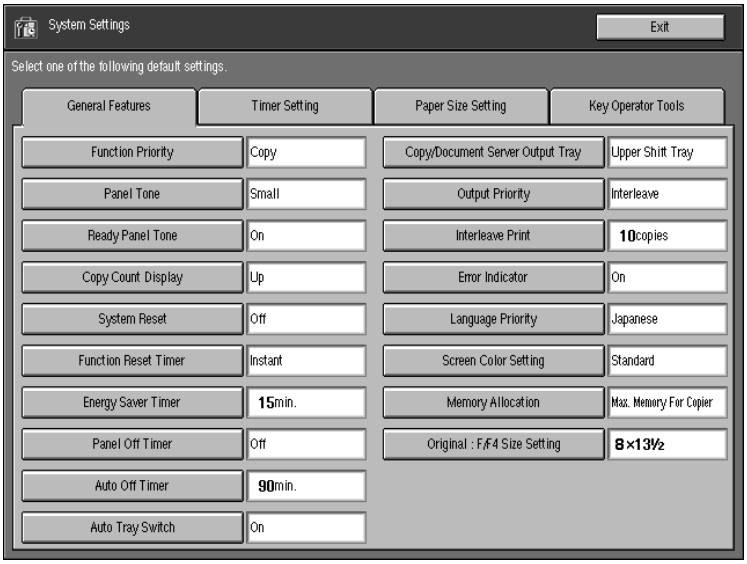


2 **Press the [System Settings] key.**

The system settings menu appears.



3 **Select the desired menu and touch the key.**



4 **Change the settings by following the instructions on the panel display. Then press the [OK] key.**

Note

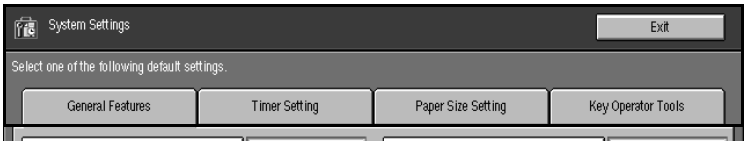
❒ **[OK]**: Press to store the new settings and return to the previous menu.

❒ **[Cancel]**: Press to return to the previous menu without changing any data.

Exiting from User Tools

1 **After changing the user tools settings, press the [Exit] key on the User Tools Main Menu.**

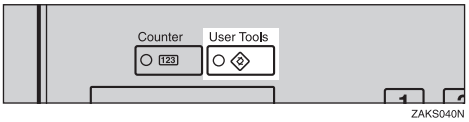
Changing the system settings ends to return to Copy mode.



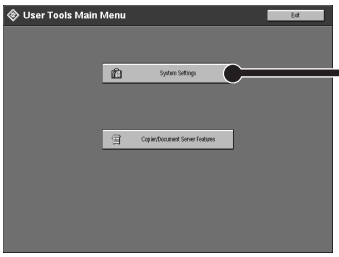
Note

❒ To cancel the change of the machine's default settings and return to the copy mode, press the **【User Tools】** key.

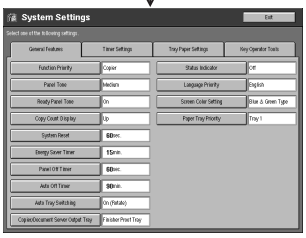
❒ You can also exit from User Tools by pressing the **【User Tools】** key.



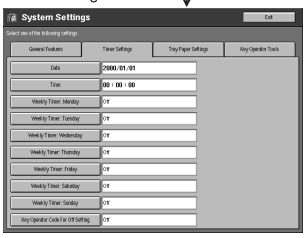
User Tools Menu (System Settings)

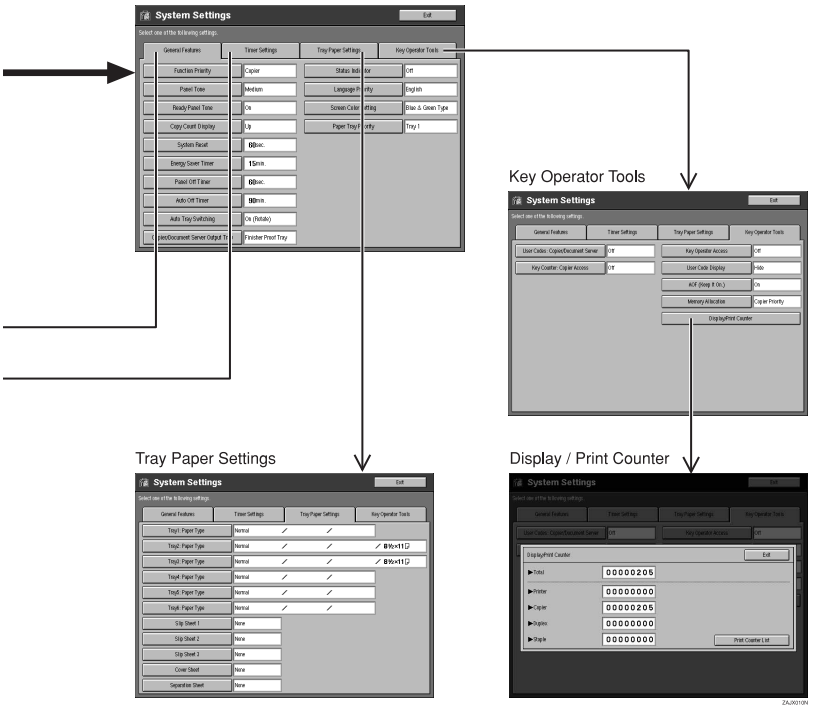


General Features



Timer Settings




System Settings
Key Operator Tools
Tray Paper Settings
Display / Print Counter

Settings You can Change with the User Tools

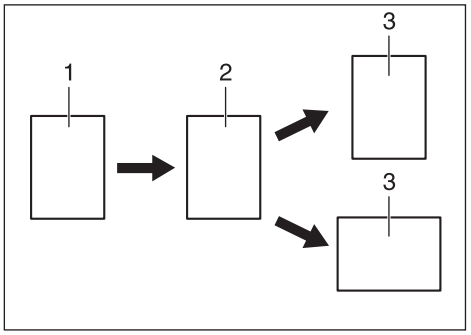
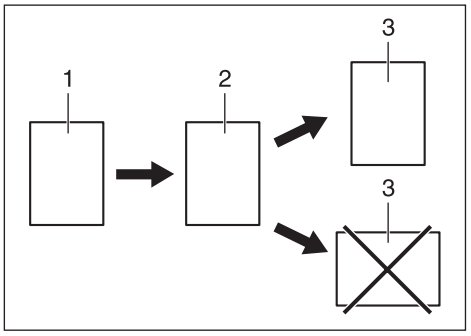
Reference

Regarding how to access the user tools, see ⇒ P.5 *"Accessing User Tools (System Settings)"*.

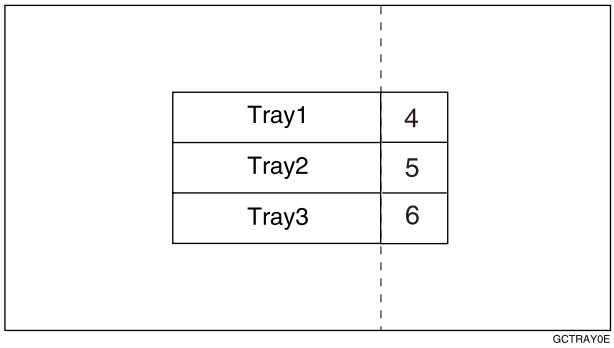
General Features

Menu	Description
Function Priority	You can specify the mode that is displayed when the operation switch is turned on or System Reset is activated. **Note** ❒ Default: *Copier* **Reference** See "System Reset"⇒ P.10 *"General Features"*.
Panel Tone	A tone sounds when a key is pressed. You can turn the tone on or off . You can also select the volume level from Low, Medium, and High. **Note** ❒ Default: *On* (volume: Medium)
Ready Panel Tone	You can specify whether to sound the tone when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on. **Note** ❒ When the "Panel Tone" is set to OFF, the tone does not sound even if the "Ready Panel Tone" is set to ON. ❒ Default: *On*
Copy Count Display	You can set the copy counter to show the number of copies in the current job made so far (count up) or the number of copies to be made (count down). **Note** ❒ Default: *Up (count up)*

Menu	Description
System Reset	If no operation is performed for a selected time, the machine will automatically return to initially selected display. This function is called "System Reset". You can set the time between 10 and 999 seconds. **Note** ❒ Default: *60 seconds*
Energy Saver Timer	The machine enters the Energy Saver mode automatically a certain time after your job is finished. You can set the time between 1 and 240 minutes. **Note** ❒ Default: *15 minutes* (1 minute steps)
Panel Off Timer	The machine enters to the Panel Off mode automatically after your job is finished, after the selected time. You can set the time between 10 and 999 seconds. **Note** ❒ Default: *60 seconds* (1 second steps) **Reference** See "Auto Off Timer"⇒ P.10 *"General Features"*.
Auto Off Timer	The machine turns itself off automatically to conserve energy a certain time after your job is finished. This function is called "Auto Off". You can set the time between 1 and 240 minutes. **Important** ❒ If you use these three functions (Energy Saver Timer, Panel Off Timer and Auto Off Timer), when your copy job ends, the machine will enter the Panel Off mode according to the Panel Off Timer after the specified time. Next, it will enter the Energy Saver mode according to the Energy Saver Timer after the specified time. Then it will turn itself off automatically according to the Auto Off Timer after the specified time. **Note** ❒ Default: *90 minutes* (1 minute steps) ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the Ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on.

Menu	Description
Auto Tray Switching	If you load paper of the same size in two or more trays, regardless of the paper direction, the machine automatically shifts to the other tray when the tray in use runs out of paper when using Auto Paper Select. This function is called "Auto Tray Switching". You can enable or disable this function. • If you select **[On (Rotate)]** Auto Tray Switching function will take place for copying.  GCAUTO0E 1: Original 2: Copy Paper (Tray 1) 3: Copy Paper (Other Trays) • If you select **[On (No Rotate)]** Only when paper of the same size and direction is loaded, the machine will continue copying. If not, the machine will stop copying and instruct you to load paper.  GCAUTO1E 1: Original 2: Copy Paper (Tray 1) 3: Copy Paper (Other Trays) • If you select **[Off]**. When paper has run out, "Please load paper" will be displayed, and copying will be interrupted.

Menu	Description
Auto Tray Switching	**Note** ❒ Default: *On (Rotate)* ❒ If you put recycled paper, special paper or translucent paper in paper trays and indicate them in the Tray Paper Settings menu, the Auto Tray Switching function is available to these trays only when their paper types are identical. **Reference** See "4.Paper Size" ⇒ P.17 *"Tray Paper Settings"*
Copier/Document Server Output Tray	You can specify to which tray copies are delivered. **Note** ❒ You can select from the "Finisher Shift Tray" or "Finisher Proof Tray". ❒ When using the staple function, this setting is ignored.
Status Indicator	The condition of the machine is distinguished by the light called Status Indicator. You can specify whether to light the Status Indicator. **Note** ❒ Default: *Off*
Language Priority	This machine has two language displays. You can select the language to be displayed first. **Note** ❒ Default: English (default)
Screen Colour Setting	You can select the panel display color from four options: Blue & Green Type, Blue & Purple Type, Green Type, and Gray Type. **Note** ❒ Default: *Blue & Green Type*

Menu	Description
Paper Tray Priority	You can select the paper tray which will be selected as a default in the following conditions: • When the operation switch is turned on. • When a System Reset or Auto Reset occurs. • When the **[Clear]** key is pressed. • When Auto Paper Select mode is selected.  **Note** ❒ Default: • When the optional LCT is installed: *Tray 4* • When the optional LCT is not installed: *Tray 1*
Original: F/F4 Size Setting	Currently three types of F size are available; $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13". The document feeder or platen cover sensor cannot distinguish these 3 types of originals. This function is to set the F size in the document feeder or on the platen cover sensor. For F size original, Auto Paper Select or Auto Reduce/Enlarge functions base on this setting. **Note** ❒ Default: *$8^1/_2$" × 13"*

Timer Settings

When entering Timer Setting mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference

See "Key Operator Access"⇒ P.19 *"Key Operator Tools"*.

Menu	Description
Date	Set the date for the machine's internal clock. **Note** ❒ If the main power switch has been turned off for more than 20 days, the settings for the Year, Month and Day may be changed. In this case, set the correct Year, Month and Day. ❒ You need to set this for the Weekly Timer to work properly. ❒ According to the Year, Month and Day you set, Date Stamp is set. See "Date Stamp" in the Copy Reference manual.
Time	Set the time for the machine's internal clock. **Note** ❒ If the main power switch has been turned off for more than 20 days, the settings for the Time may be changed. In this case, set the correct Time. ❒ Enter times using the 24-hour clock (1 minute steps). ❒ You need to set this for the Weekly Timer, Stamp, Document Server, and Job preset functions to work properly.
Weekly Timer: Monday Weekly Timer: Tuesday Weekly Timer: Wednesday Weekly Timer: Thursday Weekly Timer: Friday Weekly Timer: Saturday Weekly Timer: Sunday	Set the times when you want the machine to turn itself on/off for each day of the week. **Important** ❒ The timers do not work if the main power switch is turned off or the power cord is unplugged. ❒ To keep the power on throughout the day, set both the "On" and "Off" timers to zero. **Note** ❒ Enter times using the 24-hour clock (1 minute steps).

Menu	Description
Key Operator Code For Off Setting	Set a key operator code (up to 8 digits) to temporarily cancel the power off setting of the weekly timer. **Note** ❒ When the weekly timers are set and the operation switch is off, you can still use the machine by doing one of the following: • If the key operator code is set, turn on the operation switch and enter the code. • If the key operator code is not set, just turn on the operation switch.

About weekly timers

The weekly timers allow you to restrict the use of the machine to certain times of the day and week. The machine will switch itself on and off everyday at the times you specified.

Note

❒ When the power is turned off by the activation of the weekly timers, you can temporarily cancel the power off state by entering the key operator code (up to 8 digits) set in "Key Operator Code For Off Setting."

❒ You can specify "On" or "Off" only. For example, you can make the machine turn on Monday morning and off on Saturday evening.

❒ You cannot turn on or off the main power switch by the weekly timers.

❒ When "On" or "Off" is specified at the same time, "On" becomes effective.

❒ While an error indication is lit, "Off" setting is not effective.

Tray Paper Settings

Menu	Description
Tray1: Paper Type Tray2: Paper Type Tray3: Paper Type Tray4: Paper Type Tray5: Paper Type Tray6: Paper Type	You can specify the types and size of the copy paper set in the paper tray and make them indicated. You can set with the following steps. ① Paper Type ② Paper Color (Only for "Special Paper" or "Thick Paper") ③ Slip Sheet Copy In Duplex Mode (Only for "Normal" "Recycled Paper" or "Special Paper") ④ Paper Size (Only for Tray 2 and Tray 3)
	1. Paper Type • You can set only 1 type of copy paper in each paper tray. • When specifying, the following indications are displayed. "Recycled Paper" when recycled paper is specified. "Special Paper" when special paper is specified. "OHP Sheet" when OHP sheet is specified. "Translucent Paper" when Translucent paper specified. "Thick Paper" when thick paper is specified. "Tab Stock" when index tab paper is specified. • You can set the amount of copy shift on when Tab Stock- is set in the tray. The Tab Stock can be set only in tray 4 or tray 5. You can set the amount of shift from 0 to 15mm (in 1mm steps), 0.0" to 0.6" (in 0.1" steps). **Note** ❒ Default: • Metric version: 13mm • Inch version: 0.5" • You can set "Translucent Paper" and "Tab Stock" only in Tray 4 and Tray 5.
	2. Paper Color • When specifying "Special Paper" or "Thick Paper", you can select the color from the following 12 options. • 1.None 2.Yellow 3.Green 4.Blue 5.Purple 6.Ivory 7.Orange 8.Pink 9.Red 10.Gray 11.User Colour Paper 1 12.Letterhead **Note** ❒ Default: *None*

Menu	Description
Tray1: Paper Type Tray2: Paper Type Tray3: Paper Type Tray4: Paper Type Tray5: Paper Type Tray6: Paper Type	3. Slip Sheet Copy In Duplex Mode • You can specify Duplex Copy or 1 Sided Copy in the specified for slip sheets tray. However, if Translucent Paper, OHP Sheet, Thick Paper, or Tab Stockis specified, you cannot Duplex Copy. **Note** ❒ Default: *Duplex*
	4. Paper Size • If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. **Note** ❒ Default: • Metric version: Height 148-297mm, Width 210-432mm • Inch version: Height 5.9-11.8", Width 8.3-17.0" • If you wish to change the paper size sent in Tray 1, Tray 6 (Large Capacity Tray), please contact your service representative. • If you wish to set custom size copy paper in Tray 2 and Tray 3, please contact your service representative. • Concerning the Tray 2 and Tray 3, the machine will select the specified paper size. ❒ Default: • Metric version: A4 • Inch version: $8^1/_2$" × 11"
Slip Sheet 1 Slip Sheet 2 Slip Sheet 3 Cover Sheet Separation Sheet	You can specify any tray as a Slip Sheet 1, 2, 3, Cover Sheet, or Separation Sheet. **Note** ❒ Default: *None*

Key Operator Tools

When entering Key Operator Tools, if a key operator code has already been set, you must enter the code (up to 8 digits).

Menu	Description
User Codes: Copier/ Document Server	You can specify whether to control User Codes. This setting is also valid for the copy server. **Note** ❒ Default: *Off* **Reference** For Registering a User Code, see "User Tools (Copy Features)", "Key Operator Tools" of the "Copy Reference" manual.
Key Counter: Copier Access	You can specify whether to control Key Counter. This setting is also valid for the copy server. **Note** ❒ Regarding key counter availability and usage, please ask your service representative. ❒ Default: *Off* **Reference** See "User Tools (Copy Features)", "Key Operator Tools" in the "Copy Reference" manual.

Menu	Description
Key Operator Access	You can specify whether to control the machine by the Key Operator Access code (the password to operate the settings of User Tools). If you wish to control it, you need to register the Key Operator Access code. ① Choose "Off" or "On". ② When you choose "On", enter the Key Operator Access code (up to 8 digits) from the Number keys, and select "Primary Settings" or "All Settings" for the range of restriction. • When "Primary Settings" is selected: The Key Operator Access code will be set only for Timer Settings and Key Operator Tools on System Settings, and Key Operator Tools, Delete All The Saved Files, Delete All The Saved Files In CDand Key Operator Access code on Copier/Document Server Features. • When "All Settings" is selected: The Key Operator Access code will be set for the System Settings and all the items for the Copier/Document Server Features. • When "All Functions" is selected: The Key Operator Access code will be set for all the function on this machine. You cannot operate the machine unless you enter the Key Operator Access code after the machine is turned on. ③ Press the **[OK]** key. **Note** ❒ Default: *Off*
User Code Display	You can specify whether to display user codes entered. **Note** ❒ When "Hide" is selected: • The user code entered will not be displayed, but "✳" appears instead. ❒ When "Display" is selected: • The user code entered will be displayed with numbers. • In Copy Mode, user codes are displayed with numbers on the Job List screen. **Note** ❒ Default: *Hide*

Menu	Description
AOF (Keep It On.)	**Note** ❒ For details, contact your service representative.
Memory Allocation	You can select the hard disk memory allocation priority from two options. ① Copier Priority ② Document Server Priority **Note** ❒ Default: *Copier Priority*
Display/Print Counter	You can have various counters displayed or printed.

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